

☐ New Registration ☐ Address Change ☐ Ownership Change

APPLICATION FOR CITY OF REDMOND BUSINESS LICENSE
8701 160 Avenue NE/ MAILSTOP PSFIN BL
PO Box 97010
Redmond, WA 98073-9710
425-556-2193 / FAX 425-556-2198

Business Name & Location

Business Phone: _____

Mailing Address (if different):

Business Emergency Names & Telephone Numbers:

Business Type: _____

Briefly describe business activity:

(For internal use only)

City of Redmond License No. _____

North American Industry
Classification System code (NAICS) _____

WA State UBI No. _____

State Contractor's Lic. No. _____

Email address: _____

Date Business Opened in Redmond: _____

Employee-Hours Worked in Redmond: _____

Please check the box that applies to your business:

- ☐ Sole Proprietor
☐ Partnership
☐ Limited Liability
☐ Corporation

☐ Non-Profit? Please attach a copy of IRS 501(C)(3)
Federal Tax Exemption Certificate if this box is checked.

List all Owner(s)/Officer(s). If there are more than three owners/officers, please list on a plain sheet and attach.

Name	Title	Birthdate	Home Address	Home Phone

FOR BUSINESSES LOCATED WITHIN REDMOND CITY LIMITS

Square Footage _____

Business location type:

- ☐ Commercial property
☐ Home

Does this business represent a change of use in the existing space?

☐ Yes ☐ No

Will building modifications be needed in order to conduct the business?

☐ Yes ☐ No

Owner of Commercial Business Property (check one): ☐ Business License Applicant ☐ Renting From (specify below): _____

Do you use temporary employees from temporary employment agencies?

☐ Yes ☐ No

If yes, please complete a temporary employees report.

Will you store or handle any flammable or hazardous material?

☐ Yes ☐ No

For questions regarding Hazardous Materials, please call 425-556-2246.

Do you have a security alarm system? ☐ Yes ☐ No If yes, is it registered with the City?

☐ Yes ☐ No

For questions regarding your alarm system, please call 425-556-2694.

Redmond City Code 5.04.040 requires that no person shall engage in any business in the city without first having applied for a license to engage in such business or activity, to be known as a "business license" and without paying the license fee imposed by this chapter. After conclusion of the reviews by the appropriate departments and their findings of regulatory compliance, a valid business license will be issued.

I hereby certify that the statements and information furnished by me on this application are true and complete, to the best of my knowledge. I acknowledge that the statements and information furnished by me on this application are public records and are available for public inspection pursuant to State of Washington RCW 42-17-260.

Signature _____ **Print Name:** _____ **Date:** _____
(Applicant)

PLEASE READ INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS FOR BUSINESS LICENSE APPLICATION

1. Please respond to all questions. Application must be complete and signed.
2. If this is a new business, application should be filed before business is conducted.
3. License fees ARE NOT prorated. A license is not transferable with new ownership.
4. FEE MUST ACCOMPANY APPLICATION.
5. All licenses EXPIRE DECEMBER 31. Renewal licenses are due January 1 and delinquent after JANUARY 31, after which date penalties will be added.
6. **YOU MUST NOTIFY THIS OFFICE IF BUSINESS ADDRESS OR OWNERSHIP CHANGES.**

HOME BUSINESS REGULATIONS COMMUNITY DEVELOPMENT GUIDE

A "home business" is a business activity that results in a product or service and is conducted in whole or in part on residential premises and is clearly subordinate to use of the premises as a residence.

20C.30.60-030 REQUIREMENTS. The following standards shall apply to all home businesses. An applicant wishing to apply for a business license for a home business must demonstrate compliance with these standards prior to obtaining a business license.

- **Location.** A home business shall be carried on wholly within the principal building **or** within an accessory structure. No home business nor any storage of goods, materials, or products connected with a home business shall be allowed outside of the principal building or accessory structure.
- **Size.** No more than 25 percent of the gross floor area of the principal dwelling unit may be used for the home business.
- **Residency.** A home business must be conducted by a family member who resides in the dwelling unit. No more than one person outside the family group that resides on the premises shall engage in the business and be located on the premises.
- **Restricted Materials.** No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials shall be used or stored on the site.
- **Maintaining Residential Character.** The business shall be conducted in a manner which will not alter the normal residential character of the premises by exterior alteration of the property, expansion of parking, construction, creation of a separate entrance, the use of color, materials, lighting, signs (other than on the applicant's vehicle), exterior storage of materials, goods or merchandise, or by emission of sound, electric interference, vibration, dust, glare, heat, smoke, odors or liquids.
- **Business Traffic.** Visitors, customers, deliveries or other business traffic shall be limited to two visitors per hour and eight per day, and shall not require additional parking spaces.
- **Vehicles.** Vehicles larger than 10,000 pounds gross weight shall not be operated out of the premises or park on the property or adjacent streets. No more than one vehicle used in the business may be parked or operated out of the premises.
- **Parking.** The home business shall not displace or impede the use of required parking spaces for primary or accessory dwelling units.
- **Utility Demand.** Utility demand (water, sewer, electricity, garbage or natural gas) shall not exceed normal residential levels.
- **Applicable Codes.** Structures must meet City building, construction, fire and land use regulations.

I have read and understand that failure to comply with the home business regulations, as listed above, is grounds for immediate revocation of the home business license. I agree that my home business will be conducted in such a manner that none of these criteria will be violated. **Are you planning to make alterations to your home?**

Yes _____ No _____

OWNER/OPERATOR _____
Signature Full Name Printed Date